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FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/ExecDir	28 Sept 64
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U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

SEP 2 1964

Honorable John A. McCone
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. McCone:

The President has written me the enclosed letter concerning the status of his program for equal employment opportunity for women in the Federal service. I am passing this letter along to you for your personal review and action.

The President has clearly expressed once again his deep interest and expectation of substantially greater progress in this program at every level of supervision. He emphasized particularly the special need for informing appropriate field officials that the ultimate success of the program depends on their daily decisions on appointments and promotions.

As the President requested, I am also forwarding to you a summary of the results of this program to date.

In summary, the status of the program Government-wide is that progress is being made but there is still great need for improvement. Some agencies have well-defined programs -- while others have only made minimum effort. In nine agencies, ranging from the largest to the smallest, the principal officer has pledged interest, support and participation. The value of such evidence of top management involvement cannot be over emphasized.

Other encouraging signs of positive action reported by some agencies are:

- continuing evaluation of progress through regular internal management inspections
- institution of comprehensive employment and promotion programs
- broader opportunities for training
- establishment of specific mechanisms for handling of complaints
- development of more extensive recruitment policies

- provisions for promotional literature and films which emphasize job opportunities for women as well as men
- establishment of internal advisory boards to assist in planning career development of women employees.

It is indeed gratifying that your agency is one which has instituted substantial program action.

There is one area, however, which deserves immediate attention. Inspections of the Civil Service Commission regularly indicate a need for further effort by many agencies to obtain a clear understanding of the objectives of the program and to foster proper concern for it throughout all management levels, particularly outside of Washington. A recent consolidated report of the Commission is attached. From a reading of this report you will observe that there has been no measurable impact of the program in most installations inspected. It identifies several factors which impede greater utilization of women, including supervisory and managerial attitudes.

I would like to suggest that a copy of the President's letter, with such commentary as you may wish to add, be placed in the hands of each of your management officials, headquarters and field. This, together with a continuing transmission of your own interest and concern to all echelons of your staff, should result in this program's becoming an integral component of present and future staffing.

I have also enclosed charts and tables showing comparative employment data as of the end of 1963. These data will constitute a base-line, for the grades indicated, from which we can henceforth measure the extent of progress achieved.

The Interdepartmental Committee on the Status of Women will meet again in the near future. You will be informed as soon as possible of their decisions regarding the nature, form and timing of future reports which will be requested from you on a periodic basis.

Sincerely,

W. William A. A. A.

Chairman
Interdepartmental Committee
on the Status of Women

Enclosures:
President's letter
Consolidated Report of Inspection
Findings on the Status of Women
in the Federal Service
Charts and Tables on Women in
Higher Grade Federal Positions